

Nippersink District 2/157
On-Line Learning Staff Guidelines

1. Teachers should not share personal student information through a remote learning platform.
2. Teachers are not allowed to record and/or publish live remote learning video sessions with students (Incl., video, audio, or pictures/screenshots), unless specific circumstances are warranted such as special education testing and data collection. Parental consent must be granted prior to recording.
3. Teachers may pre-record and distribute to students remote learning instructional modules.
4. Teachers should use any available security features to limit or lockdown the remote learning platform to current students only. For example:
 - a. require a user identification code and make sure the code is only distributed to current students in the class
 - b. Always use the “Waiting Room” feature in Zoom found [here](#) with other tips on securing your meetings
 - c. Only send links to in-District email addresses (or post on your Google Classroom/PowerSchool Learning page) and never publish them
5. If teachers are not utilizing the screenshare feature, then please toggle OFF Participant Screen Share when setting up a meeting. The host can still screen share, but the participants can not.
6. If teachers are having the students screenshare, then please toggle ON the Waiting Room setting when setting up the meeting. Participants will have to wait in a “waiting room” until the teacher allows each participant in the meeting. Therefore, any outsiders/trolls will not be accepted into the meeting. Make sure you recognize emails, names, etc before letting someone in.